

## ***Instructions: Project Budget Detail***

**Introduction:** The purpose of the project budget detail page is to supply the Kentucky Agricultural Development Board and its staff the necessary information to properly understand the financial details of the proposed project. There are five different columns on the budget page. These columns are for both the historical data and three years of budgeted income and expenses for the business/project. Every item on this budget page will not be applicable to every applicant. If the business/project is currently in operation, then use the two columns on the left of the page to provide financial information from the two most recent fiscal years. Use the three columns to the right to provide the budgeted financial information for the next three years. Only fill in those items that pertain to the business/project, and round dollars to the nearest hundred.

**Line 1** – Enter total sales for the business. For prior and current years enter actual sales. For years one, two and three enter budgeted sales. If multiple products are involved please provide a back-up sheet detailing the sales by product.

**Line 2** – Enter applicant's cash contribution towards project. For prior and current years enter actual contribution made towards the project. For years one, two, and three enter additional contributions to be made to the project by the applicant.

**Line 3** – Enter total amount of bank loan incurred to finance proposed project. Only enter bank loans that will be secured specific to proposed project. Please provide supporting documentation from the bank issuing the loan. For the prior and current years enter the current outstanding loans for the project. For years one, two and three enter any additional loans that may be incurred for the expansion of this project.

**Line 4** – Enter any amount of federal money received to fund project. Federal funds can be a loan or a grant. Please provide supporting documentation from the grantor. For the prior and current years enter any federal funds that have been received. For years one, two, and three enter any additional federal funds to be received.

**Line 5** – Enter any other sources of money that may have been secured to fund project. Please provide documentation to verify the source of these funds. For the prior and current years enter any funds previously received. For years one, two, and three enter any additional sources of funds.

**Line 6** – Enter dollar amount of request for state Agricultural Development Funds. For prior and current years enter any previous state Agricultural Development Funds received and/or committed. For years one and two only enter the requested amount of state Agricultural Development funds.

**Line 7** – Enter dollar amount of request for county Agricultural Development Funds. For prior and current year enter any previous county Agricultural Development Funds received and/or committed. For years one and two only enter the requested amount of county Agricultural Development Fund requested.

**Line 8** – Add lines 1 through 7 to calculate total income forecasted for each year.

**Line 9** – Enter owner's annual salary. For prior and current years enter the actual amount paid for owner's salary. For years one, two, and three enter the budgeted amount for the owner's salary.

**Line 10** – Enter all other employee(s) combined annual salaries/wages. For prior and current years enter the actual amount paid for all other employee(s) salaries/wages. For years one, two and three enter the budgeted amount for the employee(s) salaries/wages.

- Line 11** – Include all payroll taxes, workers compensation insurance, health/life insurance, and all other benefits provided to employees. For prior and current years enter the actual amount paid for all benefits. For years one, two and three enter the budgeted amount for all benefits.
- Line 12** – Enter dollar amount for all accounting and legal services. For prior and current years enter the actual amount paid for all accounting and legal services. For years one, two and three enter the budgeted amount for accounting and legal services.
- Line 13** – Enter dollar amount for all marketing and promotion services. For prior and current years enter the actual amount paid for all marketing and promotion services. For years one, two and three enter the budgeted amount for marketing and promotion services.
- Line 14** – Enter dollar amount for utilities. This includes electricity, gas, sewer, telephone, and water. For prior and current years enter the actual amount paid for all utilities. For years one, two and three enter the budgeted amount for utilities.
- Line 15** – Enter dollar amount for insurance. This includes insurance on the building, equipment and/or any liability insurance. For prior and current years enter the actual amount paid for all insurance. For years one, two and three enter the budgeted amount for insurance.
- Line 16** – Enter all cost associated with items or materials purchased for resale. For prior and current years enter costs of all items or materials purchased for resale. For years one, two and three enter the budgeted amount for items or materials purchased for resale.
- Line 17** – Enter dollar amount for any repairs and/or maintenance associated with the building or equipment. For prior and current years enter the actual amount paid for all repairs and/or maintenance. For years one, two and three enter the budgeted amount for repairs and/or maintenance.
- Line 18** – Enter dollar amount for all applicable Federal, State, and Local taxes associated with the business. For prior and current years enter the actual amount paid for all taxes. For years one, two and three enter the budgeted amount for taxes.
- Line 19** – Enter total annual cost for principle and interest associated with all current outstanding loans in the prior and current year column. In years one, two, and three enter total annual cost for principle and interest associated with any budgeted loans.
- Line 20** – Enter annual dollar amount associated with the rent and/or lease of any buildings. For prior and current years enter the actual amount paid for rent and/or lease of any buildings. For years one, two and three enter the budgeted amount for any rent and/or lease fees of any buildings.
- Line 21** – Enter annual dollar amount associated with the rent and/or lease of any equipment. For prior and current years enter the actual amount paid for rent and/or lease of any equipment paid. For years one, two and three enter the budgeted amount for any rent and/or lease fees of any equipment.
- Line 22** – Enter cost of shipping from vendors as well as the cost to ship goods to customers. For prior and current years enter the actual amount paid for all shipping cost. For years one, two and three enter the budgeted amount for all shipping cost.
- Line 23** – Enter dollar amount associated with any travel cost. For prior and current years enter the actual amount paid for travel. For years one, two and three enter the budgeted amount for travel.

- Line 24** – Enter all other costs associated with the operation of the business/project not listed above. For prior and current years enter the actual amount paid for all other operational costs for the business/project. For years one, two and three enter the budgeted amount for all other operational cost.
- Line 25** – Add lines 9 through 24 to compute total estimated expenses to operate proposed project.
- Line 26** – Enter cost of equipment that will be purchased as part of proposed project. For prior and current years enter the actual amount paid for equipment purchased. For years one, two and three enter the budgeted amount for the purchase of equipment.
- Line 27** – Enter cost of building construction or purchase that will be part of the proposed project. For prior and current years enter the actual amount paid for all construction or purchase of a building(s). For years one, two and three enter the budgeted amount for construction or purchase of a building(s).
- Line 28** – Enter cost of building improvements or renovations. For prior and current years enter the actual amount paid for building improvements or renovations paid. For years one, two and three enter the budgeted amount for any building improvements or renovations.
- Line 29** – Enter cost of land acquisition if it is part of the proposed project. For prior and current years enter the actual amount paid for land acquisition paid. For years one, two and three enter the budgeted amount for land acquisition.
- Line 30** – Enter all other capital expenses that may be incurred with proposed project. For prior and current years enter the actual amount paid for all other capital expenses for the business/project. For years one, two and three enter the budgeted amount for all other capital expenses.
- Line 31** – Add lines 26 through 30 to calculate total capital expenditures.
- Line 32** – Add line 25 (total operating expenses) and Line 31 (total capital expenditures) to determine total expenses forecasted for proposed project.
- Line 33** – Subtract line 32 (total expenses) from Line 8 (total income) to determine the remaining balance after all expenses have been paid.

*For assistance with this form contact your local Small Business Development Center listed in Appendix C.*